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NOTICE
NO. 45-1530-1

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INTERIM PROCEDURE FOR OBTAINING VEHICULAR
SUPPORT AT AGENCY HEADQUARTERS

REFERENCES: (a) Paragraphs 15, 16e and 16f, Regulation

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(b) Notice No

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1. GENERAL

a. In accordance with the above references, the Chief of Logistics is responsible for arranging for the transportation of personnel, equipment, property, and supplies in the metropolitan area of Washington, D. C.

b. For purposes of these instructions, the metropolitan area of Washington, D. C., is defined as that area including the District of Columbia and Alexandria City; Arlington and Fairfax Counties, Virginia; and Montgomery and Prince Georges Counties, Maryland. This delineation of area is provided as a general guide to all concerned rather than as a restriction on activities. Each request for vehicular support outside this general area, although normally provided for on a commercial basis, will be considered on its relative merits.

c. The procedures outlined herein will apply pending publication of revised Agency regulatory material.

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2. SCOPE

These procedures are applicable with regard to all vehicular support required for the conduct of official Agency activities, except that support requiring the use of privately-owned vehicles and cash fare taxi, street car, or bus service.

3. TYPES OF SERVICE AVAILABLE

The following types of vehicular support are available:

a. Shuttle-Bus Service

- (1) All Agency employees will utilize the scheduled shuttle-bus service to the maximum extent possible.
- (2) Current schedules will remain in effect until further notice.
- (3) All matters pertaining to the shuttle-bus service (to include requests for the initiation of new service, recommended changes to existing service, complaints, etc.) will be submitted in writing to the Chief of Logistics (Attn: Chief, Transportation Division).

b. Motor Pool Service

- (1) A fleet of chauffeur driven vehicles are available for the transportation of personnel engaged in official Agency business, on both a pre-arranged and an on-call basis.
- (2) Requests for motor pool service will not be made for the transportation of employees between points on, or in the near vicinity of, the regularly scheduled shuttle routes, except when such service

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is for the personal use of Deputy Directors, Director of Training, Assistant Director for Communication and their Deputies (hereinafter referred to as Chiefs of Major Components) and Assistant Directors in the Office of the Deputy Director (Intelligence), Chiefs of Offices in the Office of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions in the Office of the Deputy Director (Plans) (hereinafter referred to as Operating Officials), and their Deputies.

c. Local Drayage Service

(1) A fleet of trucks, with drivers, are available for the transportation of official Agency materiel. (This does not include materiel falling within the classification of mail or for the transportation of items properly deliverable by scheduled or special couriers.)

d. One-Time "U-Drive-It" Service

(1) A limited number of vehicles (passenger vehicles and trucks) are available for the transportation of personnel, equipment, property and/or supplies under conditions where it is not desirable for persons, other than those primarily concerned, to have knowledge of places to be visited or where the particular requirement at hand involves use wherein the services of a chauffeur would be economically unfeasible.

(2) Requests for this type of service will be closely controlled to prevent unauthorized use or vehicle abuse and, further, will be

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limited to instances wherein the office or other activity concerned can provide a properly qualified CIA licensed driver.

e. Assigned Vehicles

(1) Vehicles, without drivers, will be permanently assigned for the exclusive use of those offices or activities justifying requirements therefor. Such vehicles will be assigned to offices concerned rather than to individuals (except vehicles assigned to individuals on Declaration of Trust). Operating Officials will designate a responsible subordinate to sign for and be responsible for each such vehicle.

(2) The office or activity to which such vehicles are assigned must provide properly qualified CIA licensed personnel for the operation of such vehicles and will establish controls to ensure that only such licensed personnel operate the vehicles.

(3) All such vehicles (except those vehicles which are further assigned to individuals on Declaration of Trust) are subject to recall for scheduled maintenance and/or other required servicing on call of the Chief, Highway Branch, Transportation Division. The Chief, Highway Branch, will attempt to schedule such maintenance or servicing in such a manner as not to interfere with priority commitments. Where such cannot be arranged, a substitute vehicle may be assigned for the required period of servicing.

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(4) Responsibilities for the maintenance and preparation of required records and reports with regard to assigned vehicles will be established at the time of assignment of each such vehicle. Offices presently assigned such vehicles will continue to maintain and submit such records and reports as are presently in effect until further notice.

f. Chartering and Hiring Service

Upon request, the Chief of Logistics will arrange for, or assist in arranging for, the chartering or hiring of commercial facilities for the support of Agency activities requiring such type of service.

g. Night, Weekend and Holiday Service

Two chauffeurs are available to provide for scheduled night, weekend, and holiday service and such other passenger service as may be directed by the CIA Watch Officer.

4. Requesting Procedures

a. General

- (1) Requests for vehicular support other than Local Drayage Service will:
- (a) Be directed to the Chief, Highway Branch, Transportation Division (Attn: Operations Officer).
 - (b) Be made only by designated representatives of the office or activity concerned. (In order to implement this procedure, each office or activity head will submit in duplicate to the Chief, Highway

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Branch, Transportation Division, Logistics Office, at the earliest opportunity, the NAME, TITLE and PHONE EXTENSION of those personnel authorized to request vehicular support for their respective offices. Normally, each office should have at least two and not more than three designated personnel).

(c) Be submitted as far in advance as possible. The effectiveness of the support furnished will be directly related to the degree of compliance with the principle of early notification as to requirements. Wherever possible, requests for service on any particular day will be made prior to 1600 hours on the last working day prior to the day on which the service is desired. This should not be interpreted as precluding earlier placement of requests. All requests involving service prior to 0830 hours on any normal workday will be submitted in accordance with this requirement.

(2) Requests for Local Drayage Service will be submitted in the manner as indicated above to the [] Supply Division, Logistics Office.

b. Motor Pool Service *tel*

(1) Requests for motor pool service may be made, by authorized personnel, by telephone to extensions [] The following information will be furnished (preferably in the order indicated):

(a) Name and title of individual placing the request

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(b) Title and phone extension of person for whom service is requested (Senior person, if more than one).

(c) Total number of passengers to be transported.

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(e) Pick-up point.

(f) Time of pick-up.

(g) Destination (Where necessary, general terms may be

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(h) Whether return trip service will be required. If so, when? (The Motor Pool Operations Officer will determine whether to instruct drivers to wait or return on all trips. Chauffeurs will be instructed to wait for passengers only when previous arrangements have been made. Officials requiring return trip service after normal duty hours will request such service from the Motor Pool prior to 1700 hours or the CIA Watch Officer after 1700 hours.

W. R. King
(2) Requests for special motor pool service to points outside of the metropolitan area of Washington, D. C., (except to "fringe" areas) should be submitted, whenever possible, in writing at least 24 hours prior to the time

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service is required. All concerned are reminded that normally such travel should be accomplished commercially under appropriate travel orders.

c. Local Drayage Service

(1) Requests for local drayage service, except for service to be furnished on a regularly scheduled recurring basis, may be made by authorized personnel, by telephone to [REDACTED] subextension 47. Requests for service on a regularly scheduled recurring basis will be coordinated with, and confirmed in writing to, the Chief, [REDACTED]

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The following information will be furnished with regard to all requests:

- (a) Name and title of individual placing the request.
- (b) Name, title, phone number and address of person to be contacted to obtain materiel to be transported or necessary documentation and/or instructions required to effect pickup.
- (c) The total weight and cube of the materiel to be picked up and the dimensions (length, width, height) and weight of the largest piece to be transported.
- (d) The true commodity classification (general classification will suffice) of the materiel or materials to be transported.
- (e) [REDACTED] requirements, if any. (Requesting office will obtain security approval if required).

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(f) Pick-up point (if other than same point indicated in
(b) above.)

(g) Time of pick-up (if necessary. Normally time of pick-up
will be limited to a particular day rather than any particular hour).

(h) Destination of materiel or materield. (If more than one,
clearly designate items to be delivered to each particular point).

d. One-Time "U-Drive-It" Service *tel*

(1) Requests for "U-Drive-It" Service may be made by authorized personnel,
by telephone to extensions The following information will be
furnished:

(a) Name and title of individual placing the request.
(b) General purpose for which the vehicle will be used.
(c) Type of vehicle required, to include type of license tags
desired. (The Operations Officer will assist requesting parties in deter-
mining the type of vehicle required in those instances where the load or
other factors so dictate).

(d) Time at which it is desired to pick up the vehicle at the
Motor Pool, (Q Bldg. Pool).

(e) Estimated time at which the vehicle will be returned to the
Motor Pool.

(f) The name of the person who will actually drive the vehicle.
(Such personnel must be qualified to operate the type vehicle requested and
have a CIA Operator's license).

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(2) Upon reporting at the Motor Pool, the driver will present his CIA Operator's License and complete the applicable portions of the vehicle sign out form which will be furnished by the Motor Pool Dispatcher.

(3) Requests for "U-Drive-It" service will be limited to Agency Requirements specifically necessitating such service as indicated in paragraph 3d.

e. Assigned Vehicles Without Chauffeurs *Writing*

(1) Requests for the permanent assignment of vehicles, without drivers, for the exclusive use of an office or activity will be submitted in writing, with complete justification, to the Chief of Logistics (Attn: Chief, Transportation Division) for review and submission to the Deputy Director (Administration) with appropriate recommendations. Such requests will be submitted as far in advance of the requirement date as possible in order to allow for processing.

(2) Present assignments of such vehicles will remain in effect until further notice.

(3) All assigned vehicles are subject to such regulations or procedures with regard to use, operation, and maintenance as are currently in effect or which may be prescribed by the Chief of Logistics.

f. Chartering or Hiring Service *Writing*

(1) Requests involving the charter or hire of commercial facilities will be submitted in writing to the Chief of Logistics (Attn: Chief, Transportation Division). Such requests will contain sufficient opera-

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tional information to allow Transportation Division personnel to adequately determine the type or types of equipment necessary to provide the service.

g. Night, Weekend and Holiday Service

(1) Requests for passenger service during other than normal working hours will be directed to the CIA Watch Officer at

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(2) No truck service is available during such periods unless previously arranged for in accordance with the procedures outlined in paragraph 4c or as arranged for by the CIA Watch Officer in the event of an emergency.

5. GENERAL INFORMATION

a. Local passenger service (other than shuttle-bus service) will normally be provided by radio-controlled vehicles.

b. All Logistics Office drivers have been instructed that they:

(1) Are authorized to park in any available Agency parking space provided that they do not leave their vehicle unattended.

(2) Will move from parking spaces specifically assigned to another vehicle upon request.

(3) Are personally responsible for complying with all local traffic regulations regardless of other instructions which may be given by passengers being transported.

(4) Are to conform to the instructions of the senior passenger being picked up as to the destination of the trip.

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(5) Are to record the point of origin and destination for each trip on a chauffeur's record or trip ticket.

(6) Will wait for return trip service only upon instructions of the dispatcher.

(7) Will wait for return trip service involving overtime only when previous arrangements have been made.

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